## Lamar University

## Educational Technology Leadership Internship

### Part 1

## Field-based Activities Weekly Report

***Instructions:*** *Enter the total number of internship hours that you had worked at the start of the week in the upper right cell. Remember that you must log a* ***minimum of 50 hours*** *of field-based experience. For each day, enter a brief description of your internship activities for that day in the top row. Remember to include the ISTE Technology Facilitation standards. Use the second row for each day to report meetings and communications that you had with your site mentor. (Meetings with parents, administrators and/or coworkers that are related to your project work should be noted in the activities row for the day.) Enter the hours you worked for each day at the end of the row. Total the week’s hours, then enter the total number of internship hours that you have worked as of the end of the week.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date: Total Internship hours at the start of the week:** | | |  |
| **Day** | **Functions** |  | **Hrs** |
| **Mon** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Tue** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Wed** | **Day’s Activities**  **TF-II.C** | Met with teachers to fine tune a form that we are required to fill out to show data from objective quizzes. Made a form that gave all information required by our administration and also made finding the information through AWARE easy to use. | 1 |
| **Communication with Supervisor** |  |
| **Thur** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Fri** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Sat** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Sun** | **Day’s Activities** |  |  |
| **Communication with Supervisor** |  |
| **Hours worked this week:** | | | 1 |
| **Total internship hours to date including this week:** | | | 9 |

**Part 2**

### Reflection

***Instructions:*** *In submitting your field-based activity log, you are required to reflect on each of your experiences by completing a reflection in your course blog and should contain a minimum of 150 words unless stated otherwise. These reflections will be used to assist you in completing Week 5 of your EDLD 5388 Internship comprehensive exam/final report.*

This week I noticed our teachers being frustrated with the data that we were required to provide to the district using AWARE. The annoying part was that we had to redo all the information that was already provided for the entire district to do see. I was able to modify a form to provide all the information and a step by step guide to assist teachers making the process much simpler. My goal was to have technology make the organization of data easier for the staff so that they can focus their time on things that are more important, such as teaching. Technology can be a great tool if used properly to save teachers time and not add to it. After emailing the form out to other teachers I received feedback on the form and it was all positive. Hopefully teachers can see that technology can be a helpful tool and not a burden to add more things to their plate.